

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department - Administration

Standard Title – Facilities Coordinator

Primary Function:

The Facilities Coordinator shall supervise and coordinate the plant operation and maintenance program of the school district.

Supervision Received:

The Facilities Coordinator shall be directly responsible to the Building Principals.

Reports To:

In most job functions the Facilities Coordinator reports directly to the Building Principals; however, certain functions may, at the Superintendent's discretion, be direct communication to the Superintendent.

Direction Exercised:

Supervision of maintenance and housekeeping employees.

Essential Duties:

Personnel Responsibility

1. Establish and supervise work routine and duty schedules for custodial employees.
2. Assign substitute custodians from an approved list.
3. Maintain such personnel and other records as required.
4. Assist in the recruitment and employment of custodial employees.
5. Assist in the development and maintenance of a current salary schedule for custodial employees.
6. Assist in establishing vacation schedules for custodial employees.

7. Assist in the interpretation of fringe benefits provided to custodial employees such as sick leave policy, retirement program, and hospitalization plan.
8. Initiate and supervise an in-service training for all custodial employees.
9. Supervise and coordinate snow removal of the school district.
10. Make recommendations for the assignment and termination of employment of all personnel encompassed within his/her area of operations.
11. Exemplify good human relation skills and positive regard for others at all times.
12. Show the highest degree of professionalism, integrity, and honesty in handling all job matters.

Administration

1. Assume responsibility for the comprehensive overall planning and scheduling of custodial maintenance and repair requirements of the district.
2. Establish appropriate maintenance, grounds keeping, security, and custodial requirements for each school building and installation.
3. Review on a regular basis all security precautions and procedures and recommend additions, changes, or reductions in service as appropriate.
4. Maintain a file on all buildings for such items as blueprints and building specifications.
5. Establish and coordinate the maintenance of adequate inventory controls for custodial supplies and equipment.
6. Approve all requests for custodial supplies and equipment.
7. Assist in the preparation of specifications for supplies and equipment to be advertised for bid.
8. Maintain an approved list of heating, electrical, and plumbing contractors who may be called for emergency service.
9. Assist in formulating and coordinating policy for the use of building facilities and equipment.
10. Establish safety standards to comply with recommendations of state and local building inspectors.

11. Assist in planning and making recommendations on new building construction and major renovations.
12. Estimate cost of repair projects in terms of labor, material, and overhead.
13. Prepare reports on costs of work done, materials used, and labor expended.
14. Keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep and encourage innovation and experimentation as appropriate.
15. Coordinate the work and productivity of the maintenance and custodial staff so that they support the educational process.
16. Responsible for management of AHERA regulations and Right-To-Know compliance.
17. Responsible for Pest Management practices, to include: state, federal and school laws and plans. Applicable applicator licenses will be maintained for the types of pesticides and herbicides used and stored within the school district.
18. Responsible to develop and enforce a Confine Space program that meets state and federal standards.
19. Responsible to comply with all OSHA standards and ensure policies and ensure policies and procedures are in place and used by subordinates to ensure workplace safety.
20. Ensure all hazardous materials and hazardous wastes are properly used, stored, documented, and disposed of in accordance with state and federal hazardous materials regulations.
21. Ensure that a Lock Out/Tag program is established and utilized by any employee or contractor working on electrical and other hazardous systems.
22. Ensure that all Material Data Safety Worksheets (MSDS) are maintained for any hazardous material stored and/or used on school property, including contractors, and to inform and train all employees who will have contact with these materials, either directly or indirectly. MSDS's must be maintained in an area where they can be reviewed by employees and assessable to emergency responders in the case of an emergency.

Maintenance

1. Maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

2. Establish and maintain a preventive maintenance program throughout the school district.
3. Supervise and coordinate a program for the maintenance and care of grounds for the school district.
4. Provide active technical leadership in at least one area of: HVAC, electrical, or plumbing.

Grounds

1. Maintain the grounds in a condition of safety, neatness, and aesthetic attractiveness so that the outdoor environment is both aesthetically pleasing and in safe condition to play in.
2. Direct the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
3. Instruct and assist in propagating and cultivating work required for the various plants.
4. Prepare watering schedules and determine the need for spraying, fertilizing, and pruning.

Property

1. Inspect buildings on weekends, during vacations and at times necessary to the operation of the school program.

Public Relations

1. Advise on the hiring of contractors to perform certain maintenance or repair services.
2. Meet salespersons and make recommendations after testing new products.
3. Meet with insurance, state, and local inspectors on their periodic visits.

General

1. Attend Work Sessions and meetings of the Board of Education at the discretion of the Superintendent of Schools.
2. Perform such other duties as may be assigned by the Superintendent of Schools.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Knowledge of State and Federal regulations relative to school facilities.

2. Knowledge of program planning and budgeting.
3. Excellent communication, problem solving and organization skills.

Salary:

The salary of the Facilities Coordinator shall be set by the Board of Education for this position.